



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

3 OCT 2002

MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Changes to 100% Tuition Payment Program for Enlisted Personnel
Pursuing Contracting Acquisition Professional Development
Program (APDP) Certification


Now that we've had 100% tuition payments for our contracting enlisted personnel for awhile it's time to look at its effectiveness and full utilization.

Our concern now focuses on the use of this program to comply with the **mandatory** nature of getting the 24-business hour requirement of APDP mandated by the Defense Acquisition Workforce Improvement Act (DAWIA). Although originally designed to only focus on the business hours, we have expanded the program to cover those limited elective hours required to obtain a Community College of the Air Force associate degree.

Priority will still be given to students completing their initial 24-hour requirement; however, our budget can support these additional students who lack a few hours for a CCAF degree. Obtaining a CCAF degree will enhance our folks' ability to perform a wider range of assignments. It will also enhance your unit mission accomplishment and CCAF degree completion statistics.

The attached policy has been changed to reflect our new focus on ensuring personnel realize the need to complete these hours in the most expedient manner. It outlines who can apply and what is required in the application packages.

Direct all questions concerning this program to CMSgt (S) Kevin Slone,
Chief, Enlisted Policy, DSN 425-7005 or commercial (703) 588-7005.



DARRYL A. SCOTT, Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
Revised Application Instructions

**APPLICATION INSTRUCTIONS
FOR
100% TUTION PAYMENTS FOR ENLISTED CONTRACTING PERSONNEL IN PUSUIT
OF MANDATORY EDUCATION REQUIREMENTS**

NOTICE: These instructions are available electronically on the SAF/AQC website at:
<http://www.safaq.hq.af.mil/contracting/workforce/militaryaffairs/enlisted/pdf/TuitionPayments.pdf>
If you lack access, contact OPR to obtain a copy.

OPR: SAF/AQC (CMSgt (s) Kevin Slone)
DSN: 425-7005, commercial (703) 588-7005
Kevin.Slone@pentagon.af.mil

These instructions describe the procedures for enlisted contract specialist applicants to receive 100% tuition payments through the program established by the Air Force Acquisition community. The purpose of the program is to satisfy mandates of the Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 and Section 824 of the National Defense Authorization Act of 2001. The acts require all military members of the contingency contracting workforce serving in the acquisition field to obtain 24 semester hours in business related courses. It provides procedures for the execution of the program sponsored by the Deputy Assistant Secretary (Contracting) to aid enlisted contracting members by paying 100% tuition (to include course materials and applicable fees) in order to satisfy mandatory educational requirements necessary to achieve professional certification under the Acquisition Professional Development Program (APDP).

1. Overview: Certification under APDP requires a minimum of 24 semester hours in business related course work documented on transcripts from accredited educational institutions. Certification is necessary to progress in the field professionally and, in some cases, to meet qualifications assigned to certain deployment positions worldwide. It is imperative enlisted members work vigorously towards achieving the minimum 24-hour requirement, consistent with other training priorities. The Assistant Secretary (Acquisition) set aside appropriate funding to aid enlisted members in the contracting specialty to meet the mandates of DAWIA. SAF/AQC is charged with the execution of this program through the office of the Chief, Enlisted Policy.

2. Conditions for Application:

2.1 Control Air Force Specialty Code (CAFSC): In order to apply for 100% tuition payment under this program, the applicant must be an enlisted member with a CAFSC of 6C0X1.

2.2 APDP Certification: Priority will be given to students who do **not** currently hold a contracting certification under APDP. However, as funding allows, students pursuing their CCAF degree in contracts management may receive funding for elective-type courses indicated on a current CCAF degree plan.

2.3 Counseling: The squadron superintendent and/or the squadron training manager must counsel the member as to his/her status in completing the 24 hours of business related course work requirement of APDP. In order to benefit the greatest number of people, all business related credit hours obtained from accredited sources should be applied to the 24 business hour requirement prior to applying for this program. Students are highly encouraged to enroll in their current catalog with the CCAF for their degree plan. This will facilitate prioritization of funds for personnel who have their 24 hours in business but lack a CCAF degree.

2.4 Understanding: The applicant must understand this is a stand-alone program and not associated with the Air Force's 100 percent TA Program. This program exists to assist students with mandatory education

requirements versus the Air Force's voluntary TA Program. The two programs cannot be combined at any time during application. It is highly recommended that applicants use this program exclusively for their business course work initially, then apply to other TA programs for electives which are not specifically required for or accepted onto their CCAF degree plan. All questions concerning this program are to be referred to their supervisor, superintendent, commander, or the Chief, Enlisted Policy (SAF/AQC).

2.5 Passing Grade: The applicant must, as a minimum, receive a "C" for a final grade. If the student receives less than a "C" as a final grade or does not complete the course for reasons within their control, all money paid to the institution for the course will be collected from the member's pay. The applicant must notify his/her supervisor immediately if he/she feels they will be unable to complete the course. The program office must be notified of the applicant's inability to complete the course.

2.6 Deadline for Application: All applications must be completed in accordance with this instruction and forwarded to the program office not later than 15 days prior to the start date of the course to allow for timely processing (Note: Application packages may be faxed). The program office is:

SAF/AQC
Attn: CMSgt (s) Kevin Slone
1060 Air Force Pentagon
Washington, DC 20330-1060

Phone: (703) 588-7005 (DSN 425)
FAX: (703) 588-1067 (DSN 425)

2.7 Educational Institution: The applicant must seek enrollment from accredited educational institutions. The school must understand the method of payment under this program is through the Air Force Government-wide Purchase Card (GPC) Program, and therefore must accept Visa as their method of payment. Notify the program office immediately if problems arise concerning the acceptance of the GPC Visa card as payment. If necessary, the applicant may produce the attached Memorandum for Educational Institutions (Atch 3) as a method of introducing the school to the program.

2.8 Types of Courses: DAWIA lists the below business disciplines as acceptable for completion of the 24 semester hour requirement. Priority of funding will be granted to those personnel not certified and who are actively pursuing their business hour requirement. Additional funding, when available, will be used to fund elective credit courses necessary for completion of their contracts management AAS degree plan. The Chief, Enlisted Policy (SAF/AQC) is the point of contact for determining whether a course meets the standards of this program. For students pursuing courses beyond their minimum 24 business hours, but applicable to their CCAF degree, a copy of their CCAF degree plan is required to support their application. The types of courses required to meet the minimum 24 business hours are:

Accounting	Business Finance
Law	Contracts
Purchasing	Economics
Industrial Management	Marketing
Quantitative Methods	Organization and Management

3. Responsibilities:

3.1. The Applicant:

3.1.1. The applicant is responsible for discussing his/her intent to request funding from the program with their supervisor, superintendent, and/or commander. In addition, they should also be aware of the number of transcribed hours they possess. Upon completion of their 24 hours, applicants are encouraged to ensure all college-level work is accepted and transcribed on a CCAF degree plan for contracts management. A CCAF degree plan for contracts management will be required to obtain funding beyond the minimum 24 hours of business related courses.

3.1.2. The applicant must complete each course paid for through this program with a minimum "C" grade.

3.1.3. They must notify their supervisor and/or superintendent/commander of their circumstances when it appears that they will not be able to complete the course.

3.1.4: The applicant must complete all necessary documents required by and in accordance with this instruction and forward them to the program office.

3.2. The Commander:

3.2.1. The commander must counsel the applicant regarding their intent to apply to this program. In addition, the commander must be satisfied the applicant understands the requirements of this instruction and certify as such.

3.2.2. The commander must be aware of the number of transcribed business hours the applicant possesses. The applicant's total number of hours must consider hours obtained through completion of the Contracting Apprentice Course (3-Level Course), the Contracting Journeyman 5-Level CDCs, Defense Acquisition University or other government contracting courses, enlisted professional military education, or previously completed college courses. The commander must ensure all course work has been transcribed from all applicable sources prior to endorsing the application for this program.

3.2.3. The commander must be aware of the applicant's inability to complete or receipt of a grade lower than a "C" for course work funded by this program. Additionally, the commander must ensure that the program office is notified should either of these situations arise.

3.3. Supervisors/Superintendents/Unit Training Manager:

3.3.1. The supervisors, squadron superintendents and unit training managers share similar responsibilities with those stated above for commanders. They are the vital link to tracking applicant progress towards the minimum hours as well as the additional hours leading to a CCAF degree. They must keep the commander briefed as to the applicant's status under this program.

3.4. Chief, Enlisted Policy (SAF/AQC):

3.4.1. The Chief, Enlisted Policy serves as the program office for this program.

3.4.2. He/she will establish policy for the Deputy Assistant Secretary (Contracting) that shall govern this program.

3.4.2. He/she will make proper disposition of all application packages submitted and ensure payment to educational institutions are made in a timely manner.

4. The Application Package:

4.1. Contents:

4.1.1. DD Form 1556 (Attachment 1).

4.1.1.1 The form must have the following blocks filled in before it can be accepted and processed: 1, 3, 6, 7b(1)(2), 8, 10 (Rank & CAFSC), 11, 12, 17, 18 (include breakout costs per hour, lab fees, books, and total costs), 19 (a, b, and c, including POC name and phone number), 23 (a and b), 30, 32, and 33 (Unit Training Manager/Superintendent).

Enter the following in block 37:

SAF/AQC
ATTN: CMSgt (s) Kevin Slone
1060 Air Force Pentagon
Washington D.C. 20030-1060

4.1.2. Applicant's certification letter (Attachment 2).

4.1.2.1. Letter must be signed by applicant and endorsed by the commander or superintendent.

4.1.3. Package must reach the program office not later than 15 days prior to the course start date listed in block 23a of the DD Form 1556.

4.1.4. Applicant packages for coursework leading to their CCAF degree must include a current CCAF degree plan with their application. The plan must indicate the course they intend to take as required for degree completion.

Attachment 2

Applicant's Letter



DEPARTMENT OF THE AIR FORCE

(Date)

MEMORANDUM FOR SAF/AQC

Attn: CMSgt (s) Kevin Slone
1060 Air Force Pentagon
Washington DC 20330-1060

FROM: _____

SUBJECT: 100% Tuition Payments for Enlisted Contracting Pursuing Acquisition Professional Development Program (APDP) Certification

1. I understand I am applying for the 100% tuition payment program established by SAF/AQC to support my efforts to complete the mandatory 24 hours of business-related courses required by the Defense Acquisition Workforce Improvement Act.

2. I certify the following:

- a. I have a 6C0X1 Control AFSC.
- b. I have ____ hours of accumulated transcribed business-related courses.
- c. Upon completion of this course, I will have ____ hours of transcribed business related courses.
- d. I have discussed this application with my supervisor and/or my superintendent, commander, etc.
- e. The total amount of tuition, applicable lab fees, and course materials (e.g. books) for which I am requesting with this application is \$_____.

3. I further understand:

- a. This program is in no way associated with the Tuition Assistance program administered by the base education services and any questions concerning this program should be directed to my squadron superintendent.
- b. Should I receive a grade lower than a "C", or should I not complete the course for which I'm submitting this application for reasons within my control, I authorize the Government to withhold from my paycheck the amount paid the educational institution as a result of this application.
- c. The program office must receive this application NLT 15 days before class start date.
- d. It is my responsibility to ensure the package is submitted in accordance with the policy governing this program.

- e. I must submit my final grade to the program office immediately upon receipt from the educational institution.
- f. I must notify the program office, my supervisor, and/or the command/superintendent immediately if I am unable to complete this course.
- g. This program pays for tuition, course materials, and lab fees.
- h. The program office is:

SAF/AQC
 Attn: CMSgt (s) Kevin Slone
 1060 Air Force Pentagon
 Washington, DC 20330-1060

Phone: DSN 425-7005
 Commercial: (703) 588-7005
 Fax: (703) 588-1067

4. I fully understand the above and the policies and procedures associated with the program. Further, I certify that all information I'm providing is true.

-
- ☐ - Check if applying to fulfill 24-hr requirement
 - ☐ - Check if applying to complete CCAF degree plan

Attachment:
 DD Form 1556

1st Ind, _____/CC

 (Date)

MEMORANDUM FOR SAF/AQC (CMSgt (s) Slone)

I discussed this application with the member and I am convinced they understand the policies of the program. I am aware of the status of the applicant's progress in attaining the 24 business related hours to satisfy certification requirements of the Acquisition Professional Development Program.

 Commander, _____

Attachment 3
Letter to
Educational
Institution



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

30 SEP 2002

MEMORANDUM FOR EDUCATIONAL INSTITUTIONS

FROM: SAF/AQC
1060 Air Force Pentagon
Washington D.C. 20330-1060

SUBJECT: 100% Tuition Payments for Enlisted Contracting Pursuing Acquisition Professional Development Program (APDP) Certification

The student bearing this letter is a member of the Air Force's enlisted contracting corps. Because of the mandatory requirements of the Defense Acquisition Workforce Improvement Act (DAWIA) to achieve 24 hours in business-related courses, this individual is applying to a program to provide 100% tuition payments.

This program is administered through my office and is designed to make payments for tuition and applicable lab fees directly to your institution. In order to be eligible for the program, the student must be in the contracting career field (Air Force Specialty Code 6C0X1) and be enrolled in business-related courses. Examples of the types of courses that apply are:

Accounting	Business Finance
Law	Contracts
Purchasing	Economics
Industrial Management	Marketing
Quantitative Methods	Organization and Management

The point of contact on my staff to direct all correspondence regarding the program is:

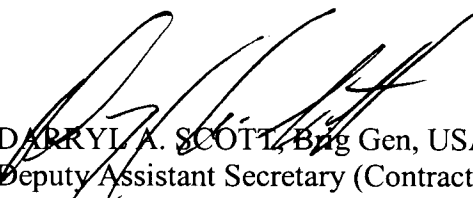
CMSgt (s) Kevin Slone
SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

Phone: (703) 588-7005

The method of payment will be through the use of the Government-wide Purchase Card (GPC) program. The card used in this program is Visa. The student will complete the appropriate documents for application to the program, including a DD Form 1556. These documents will then be mailed to the program point of contact, above, who will, in turn, enter the credit card information on the DD Form 1556 and forward it to your institution for payment.

Please provide the student with an invoice, quote, or related document as well as the phone and fax numbers of the office where payment can be received.

I want to take this opportunity to thank you for partnering with us in this program. I appreciate your assistance to our enlisted members in helping them meet the required hours and expanding their academic horizons.



DARRYL A. SCOTT, Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)